



## Faculty and Staff Diversity Mini-Grant Application

**I. Applicant(s)**

Name of Principal Applicant \_\_\_\_\_  
Additional Applicants \_\_\_\_\_

Department \_\_\_\_\_  
Telephone Extension \_\_\_\_\_  
E-mail address \_\_\_\_\_

**II. Event/Program Title**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Specific core value, strategic initiative, or goal related to diversity that the event/program will address. (See the Strategic Plan and the Diversity Plan)**

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\_\_\_\_\_  
\_\_\_\_\_

**IV. Event/Program Focus (use additional paper if necessary). If the application is approved the proposal will be posted on the Diversity and Equity Office website.**

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**V. Proposal Narrative**

- a. Explain how the event/program will enhance Community College of Philadelphia’s long-term commitment to diversity and inclusion.
- b. The goals and anticipated outcome(s) of the event/program.
- c. A statement on how the event/program relates to the curriculum or a specific discipline, if appropriate.
- d. A timeline.
- e. Description of the target audience, including the estimated number of participants.
- f. The expected impact that the event/program will have on Community College of Philadelphia.
- g. A specific plan to assess the impact of the event/program on the College.

**VI. Budget**

- a. Anticipated expenses (itemize and briefly explain).
- b. Funds anticipated from other sources (please list).
- c. Total amount requested from Faculty and Staff Diversity Mini-Grant.

**VII. Final Report**

A final report is required and it will appear on the Diversity and Equity Office’s website. That report is due no later than three months after the funded activity. The final report should address:

- a: A self-evaluation
- b: Results of the event assessment
- c: Attendance figures
- d: Final budget

Applicants’ Signatures:

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Submission Date: \_\_\_\_\_

Submit applications to Simon Brown, Diversity and Equity Office, M2-3. Review of applications will begin upon receipt and continue contingent on available funds.